



**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AUDIT EXAMINATION OF THE
BOONE COUNTY
SHERIFF'S SETTLEMENT - 1998 TAXES**

July 13, 1999

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Edward B. Hatchett, Jr.
Auditor of Public Accounts

To the People of Kentucky
Honorable Paul E. Patton, Governor
John P. McCarty, Secretary
Finance and Administration Cabinet
Mike Haydon, Secretary, Revenue Cabinet
Honorable Gary W. Moore, Boone County Judge/Executive
Honorable Mike Helmig, Boone County Sheriff
Members of the Boone County Fiscal Court

Independent Auditor's Report

We have audited the Boone County Sheriff's Settlement - 1998 Taxes as of July 13, 1999. This tax settlement is the responsibility of the Boone County Sheriff. Our responsibility is to express an opinion on the financial statement based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for Sheriff's Tax Settlements issued by the Auditor of Public Accounts, Commonwealth of Kentucky. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The Sheriff prepares his financial statement on a prescribed basis of accounting that demonstrates compliance with the cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the Boone County Sheriff's taxes charged, credited, and paid as of July 13, 1999, in conformity with the basis of accounting described in the preceding paragraph.

To the People of Kentucky

Honorable Paul E. Patton, Governor

John P. McCarty, Secretary

Finance and Administration Cabinet

Mike Haydon, Secretary, Revenue Cabinet

Honorable Gary W. Moore, Boone County Judge/Executive

Honorable Mike Helmig, Boone County Sheriff

Members of the Boone County Fiscal Court

In accordance with Government Auditing Standards, we have also issued a report dated March 9, 2000, on our consideration of the Sheriff's compliance with certain laws and regulations and internal control over financial reporting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.

Auditor of Public Accounts

Audit fieldwork completed -
March 9, 2000

BOONE COUNTY
MIKE HELMIG, SHERIFF
SHERIFF'S SETTLEMENT - 1998 TAXES

July 13, 1999

<u>Charges</u>	<u>County Taxes</u>	<u>Special Taxing Districts</u>	<u>School Taxes</u>	<u>State Taxes</u>
Real Estate	\$ 4,384,836	\$ 5,804,964	\$ 17,209,676	\$ 5,995,038
Tangible Personal Property	2,093,376	2,769,924	5,732,661	2,880,117
Intangible Personal Property				759,344
Current Year Franchise	851,894	1,196,369	2,602,375	
Prior Years Franchise	387,107	549,108	1,151,347	
Limestone, Sand, and Gravel	154	226	579	210
Additional Billings	11,071	18,309	41,848	45,115
Amended Charge	34	49	91	82,507
Supplemental Billings	6,041	1,637	7,610	21,055
Increased Through Erroneous Assessments	38,696	62,144	149,119	73,487
Penalties	20,735	28,491	75,265	25,506
Adjusted to Sheriff's Receipt		9		
Gross Chargeable to Sheriff	<u>\$ 7,793,944</u>	<u>\$ 10,431,230</u>	<u>\$ 26,970,571</u>	<u>\$ 9,882,379</u>
<u>Credits</u>				
Discounts	\$ 106,088	\$ 139,535	\$ 376,072	\$ 161,621
Exonerations	65,929	99,997	219,861	146,909
Delinquents:				
Real Estate	33,861	46,580	144,169	47,566
Tangible Personal Property	235,393	342,258	637,344	90,089
Intangible Personal Property				9,312
Uncollected Franchise	19,872	28,268	58,530	
Total Credits	<u>\$ 461,143</u>	<u>\$ 656,638</u>	<u>\$ 1,435,976</u>	<u>\$ 455,497</u>
Net Tax Yield	\$ 7,332,801	\$ 9,774,592	\$ 25,534,595	\$ 9,426,882
Less: Commissions *	<u>311,932</u>	<u>285,424</u>	<u>510,692</u>	<u>400,930</u>
Net Taxes Due	\$ 7,020,869	\$ 9,489,168	\$ 25,023,903	\$ 9,025,952
Taxes Paid	6,995,565	9,462,357	24,948,461	8,988,005
Refunds(Current and Prior Year)	<u>23,217</u>	<u>26,714</u>	<u>75,047</u>	<u>37,919</u>
Due Districts or (Refunds Due Sheriff) as of Completion of Fieldwork	<u>\$ 2,087</u>	<u>\$ 97</u>	<u>***</u>	<u>\$ 28</u>

*, ** and *** See Page 4

BOONE COUNTY
 MIKE HELMIG, SHERIFF
 SHERIFF'S SETTLEMENT - 1998 TAXES
 July 13, 1999
 (Continued)

* Commissions:

10% on	\$	10,000
4.25% on	\$	22,524,405
2% on	\$	25,534,595
1% on	\$	3,999,870

** Special Taxing Districts:

Library District	\$	36
Health District		17
Extension District		2
Union Ambulance		(106)
Walton Fire District		20
Bellevue Fire District		(1)
Hebron Fire District		23
Union Fire District		(56)
Burlington Fire District		2
Pt. Pleasant Fire District		193
Verona Fire District		508
Florence Fire District		(541)

Due Districts or (Refunds Due Sheriff)	\$	<u>97</u>
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*** School Taxing Districts

Common School District	\$	402
Graded School District		<u>(7)</u>

Due Districts or (Refunds Due Sheriff)	\$	<u>395</u>
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The accompanying notes are an integral part of the financial statement.

BOONE COUNTY
NOTES TO FINANCIAL STATEMENT

July 13, 1999

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

The Sheriff's office tax collection duties are limited to acting as an agent for assessed property owners and taxing districts. A fund is used to account for the collection and distribution of taxes. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

B. Basis of Accounting

The financial statement has been prepared on a cash basis of accounting. Basis of accounting refers to when charges, credits, and taxes paid are reported in the settlement statement. It relates to the timing of measurements regardless of the measurement focus.

Charges are sources of revenue which are recognized in the tax period in which they become available and measurable. Credits are reductions of revenue which are recognized when there is proper authorization. Taxes paid are uses of revenue which are recognized when distributions are made to the taxing districts and others.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Deposits

The Sheriff maintains deposits with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to law, the depository institution should pledge sufficient securities as collateral which, together with FDIC insurance, equals or exceeds the amount on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge of securities should be evidenced by an agreement that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. This agreement, signed by both parties, must be sufficient to create an enforceable and perfected security interest in the collateral under Kentucky law. The Sheriff met the requirements stated above, and as of July 13, 1999, deposits were fully insured or collateralized at a 100% level with securities held by the county official's agent in the county official's name.

BOONE COUNTY
NOTES TO FINANCIAL STATEMENT
July 13, 1999
(Continued)

Note 3. Property Taxes

The real and personal property tax assessments were levied as of January 1, 1998. Property taxes were billed to finance governmental services for the year ended June 30, 1999. Liens are effective when the tax bills become delinquent. The collection period for these assessments was October 8, 1998 through March 31, 1999.

Note 4. Interest Income

The Boone County Sheriff earned \$77,086 as interest income on 1998 taxes. The Sheriff distributed the appropriate amount to the school districts as required by statute, and the remainder will be used to operate the Sheriff's office.

Note 5. Unrefundable Duplicate Payments And Unexplained Receipts Should Be Escrowed

The Sheriff should deposit any unrefundable duplicate payments and unexplained receipts in an interest-bearing account. According to KRS 393.110, the Sheriff should properly report annually to the Treasury Department any unclaimed moneys. After seven years, if the funds have not been claimed, the funds should be submitted to the Kentucky State Treasurer. For the 1998 taxes, the Sheriff had \$235 in unrefundable duplicate payments and unexplained receipts. Therefore, the Sheriff should send a written report to the Treasury Department.

REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



Edward B. Hatchett, Jr.
Auditor of Public Accounts

Honorable Gary W. Moore, Boone County Judge/Executive
Honorable Mike Helmig, Boone County Sheriff
Members of the Boone County Fiscal Court

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the Boone County Sheriff's Settlement - 1998 Taxes as of July 13, 1999, and have issued our report thereon dated March 9, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Boone County Sheriff's Settlement - 1998 Taxes as of July 13, 1999 is free of material misstatement, we performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Boone County Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Honorable Gary W. Moore, Boone County Judge/Executive
Honorable Mike Helmig, Boone County Sheriff
Members of the Boone County Fiscal Court
Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

This report is intended for the information of management. However, this report, upon release by the Auditor of Public Accounts, is a matter of public record and its distribution is not limited.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
March 9, 2000

